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22 June 1949

MEMORANDUM

TO:       ADSO

          ADPC

FROM:     Joint OSO/OPC Training Committee

SUBJECT:   Tentative Procedures and Policies for the Assessment Unit

1. The Assessment Unit will act in a service and advisory capacity only. Its purpose is to provide data of value to the organization for personnel selection and placement.

2. Progress Reports. The Chief of the Assessment Unit will submit monthly progress reports through the Chief, TRS, to the Joint Training Committee.

3. Priorities. Assessment priorities will be established by the Joint Training Committee. At the present time priorities will be given to applicants for staff positions in TRS/OSO and TOS/OPC, and to applicants for positions as station chiefs, and Washington Headquarters positions as branch, staff, division, and program chiefs.

4. Personnel Action Prior to Assessment. The following personnel actions will be taken before a person is referred for assessment:

(a) Form 57 and Personal History Statement will be completed;

(b) Report of Interview Form will be completed by a staff member of CPB, or by an authorized "personnel" staff member of COS/OPC;

(c) Report of Interview Form will be completed by such representatives of OSO or OPC as may be designated by the Assistant Director concerned. Applicants will not be assessed unless the personnel representatives of the respective Offices have concluded and indicated in writing that the applicants appear to be suitable for employment and will be employed upon receipt of favorable Assessment evaluations.

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5. Request for Assessment. Requests for assessment may be initiated by ADSO, ADPC, and such other individuals as they may designate. All requests for assessment will be channeled as follows: For OSO, through the office of the ADSO; For OPC, through COS. The Chief CPB is authorized to request assessment directly from the Chief of the Assessment Unit. However, if the person under consideration is already employed by OSO or OPC, the request for assessment must have the prior concurrence of the Assistant Director concerned, or his designated representative for Assessment matters. Until such time as an appropriate form is prepared, requests for assessment will be submitted in duplicate on Form 51-1 Blue Sheet, copy attached, to which will be appended all papers referred to in paragraph 4 above.

6. Assessment Findings. The assessment report will be classified Secret and handled as a controlled document to be entrusted to the requesting official only. The requesting official will exercise discretion in revealing the contents of the assessment report to his colleagues, but under no circumstances will the assessment report or any part thereof be revealed in any way whatsoever to the person assessed. Written or oral quotations from the assessment report are prohibited, unless authorized by ADSO or ADPC for any particular case. Persons who are shown the assessment report will be required to sign the report and indicate the date on which the report was seen. The report will be returned to the Assessment Unit within ten days after it has been released by the Assessment Unit. The Chief of the Assessment Unit will furnish the Chief CPB a weekly list of all applicants assessed that week. Only ADSO and ADPC are authorized access to the complete assessment file on any individual case.

7. Case Load. The Assessment Unit will not be able to handle more than five intensive assessment cases a week until additions have been made to the staff.

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Asst Director for Special

Asst Director for Policy Coordination